

## **FY 2008 APPLICATION INSTRUCTIONS CDBG PUBLIC SERVICE GRANTS**

### **WHO IS ELIGIBLE?**

Nonprofit organizations are eligible for public service grants, made possible through funds Gaithersburg receives through the U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) program. Organizations that are religious or faith based are eligible to participate in the CDBG program on the same basis as other organizations, without regard to their religious character or affiliation. For-profit entities are not eligible to receive public service grants.

### **HOW MUCH PUBLIC SERVICE FUNDING IS AVAILABLE?**

Under HUD regulations, the City may allocate up to 15 percent of its total CDBG award to nonprofit organizations for public service activities. Last year the City allocated the full 15 percent of its award to nonprofits for public service grants. In the upcoming year, approximately \$70,000 will be available for public service funding.

### **WHAT ARE THE SUBMISSION REQUIREMENTS?**

1. Submit the application in **hard copy**, and, if possible, by email as well. To request an application, call (301) 258-6310. By mid-January 2007, application materials will be available on the Community Development page of the City's Web site at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)
2. Provide all information requested in the space provided using a font of 11 points or larger. Use the same sequence and format as the application.
3. Make sure your application is complete. Submit all required forms, including the budget. Only complete applications received by **4:00 p.m., February 28, 2007** will be reviewed and considered for funding. Use the checklists in this packet to ensure the completeness of your application.

### **TO WHOM DO I SUBMIT MY APPLICATION?**

Submit **one original** and **three copies** of the application to:

Louise M. Kauffmann, Director of Community Development  
City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877-2098

Applications must be received by **4:00 p.m., February 28, 2007**

### **WHEN WILL I BE NOTIFIED OF FUNDING?**

If approved for funding, you will be notified by May 15, 2007 and funds will be available after July 1, 2007. NOTE: No funds will be disbursed until a contract with the City has been finalized and executed.

## **MAJOR MILESTONES / TENTATIVE SCHEDULE**

- Thursday, February 1, and Thursday February 8, 2007: Public meeting at 7:00 p.m. at Bohrer Park, Summit Hall Farm, 506 South Frederick Avenue, at which the City will provide information on anticipated level of FY08 CDBG funds and range of eligible activities. Residents and interested organizations may provide input on community needs, ways to address the needs of low- and moderate-income City residents, and use of CDBG funds in FY08.
- February 28, 2007: Application deadline for public service grants.
- March 19, 2007: Public hearing at before the Mayor and City Council. Interested applicants may present proposals for CDBG-funded public service projects.
- May 7 2007. Following 30-day notice and comment period, City staff present final Action Plan to Mayor and City Council for approval.
- May 14, 2007. Approved Action Plan submitted to HUD. Applicants are notified of final funding decisions (pending HUD approval).
- July 1, 2007. FY 2008 CDBG program year begins.

## **INCOME LIMITS**

Any CDBG-funded public service activity must serve at least 51 percent low- and moderate-income (LMI) persons. The most recent income levels for these two categories are shown on the CDBG Public Service Grant Fact Sheet and Funding Policy.

## **WHAT IF I HAVE QUESTIONS?**

City staff members are available to answer questions and provide technical assistance. You may contact us by calling (301) 258-6310.

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